

UNITED STATES DISTRICT COURT  
DISTRICT OF KANSAS  
TENTH CIRCUIT

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**POSITION VACANCY ANNOUNCEMENT**

**POSITION:** Term Law Clerk to a U.S. Magistrate Judge

**TERM DATES:** 6/2/2008 - 6/1/2010

**LOCATION:** Kansas City, Kansas

**STARTING**  
**SALARY RANGE:** JSP 11/1 to 13/10 (\$54,494 - \$100,976)  
Starting salary varies according to Federal guidelines.

**ISSUE DATE:** 1/25/2008                      **CLOSING DATE:** 3/31/2008

**BENEFITS:** Option to participate in Federal Employees Health Insurance Program, Group Life Insurance Program, Long Term Care Insurance and Flexible Spending Accounts.

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**POSITION OVERVIEW**

The duties assigned to the law clerk include conducting legal research, drafting orders and opinions on a variety of discovery and litigation motions, proofreading and verifying citations, communicating with counsel regarding case management and procedural requirements, and assisting the judge during courtroom proceedings.

**QUALIFICATIONS**

- Be a graduate of an ABA accredited law school with strong academic credentials (top quarter)
- Be a member of the bar (applicants who intend to sit for the bar exam will be considered)
- Law Review or other noteworthy journal experience preferred
- Prior civil and/or criminal litigation experience preferred
- Possess superior research and writing skills
- Exhibit strong analytical ability
- Demonstrate excellent verbal, written, and interpersonal communication skills
- Show good judgment, initiative, and the ability to work independently and to prioritize and manage multiple tasks
- Possess superior proofreading, source and cite-checking skills
- Be able to work cooperatively and harmoniously with chambers staff and court personnel
- Exhibit professionalism in interacting with counsel, litigants, and the public

## **APPLICATION PROCEDURE**

Applicants should forward a cover letter, resume, with G.P.A. and class standing, law school transcript, three references, and a writing sample to:

U.S. District Court, District of Kansas  
Attn. Honorable David J. Waxse  
500 State Avenue  
Kansas City, KS 66101  
[KSD\\_Waxse\\_Chambers@ksd.uscourts.gov](mailto:KSD_Waxse_Chambers@ksd.uscourts.gov)

Interviews will be conducted April 15, 2008 through April 30, 2008. The anticipated date of hire is May 15, 2008. Because the vacancy will occur on February 29, 2008, consideration will be given to applicants who can start prior to June 2, 2008.

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## **INFORMATION FOR APPLICANTS**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. This position is subject to mandatory participation for payment of net pay (i.e. Direct Deposit). This position is subject to a criminal background check as well as a financial credit check. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work in the United States.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

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For more information on the District of Kansas, please visit our website at [www.ksd.uscourts.gov](http://www.ksd.uscourts.gov).

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